

**GEOGRAPHICALLY SEPARATED UNIT (GSU) ADDITIVE
COMBAT COMMUNICATIONS SQUADRON**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume within the Combat Communications Squadron.

2. Authority. The policy and guidance for the operation of a GSU are derived from numerous regulations, the majority of which are contained in, but not limited to, the AFI 36-series (formerly 31-, 35-, 40-series), AFMAN 23-110 (formerly 67-series), 85-series, and 177- series of Air Force and/or Air National Guard directives. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability:

- a. This standard applies to all ANG Combat Communications Squadrons which are geographically separated from their host unit. A list of geographically separated units is at Attachment 2.
- b. This standard applies to peacetime operations only.

4. Additive Data:

- a. Classification. Type III.
- b. Approval Date. 16 June 1994.
- c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).
- d. Additive Man-hour Equations:
 - (1) Support Services: $Y = 17.37 + 0.1477X$
 - (2) Production Control: $Y = 22.44 + 0.1335X$
 - (3) Power Production: $Y = 11.37$
- e. Workload Factor (WLF):
 - (1) Title. A Traditional Guardsman Authorized.
 - (2) Definition. The total number of military authorizations supported (include tenant).
 - (3) Source. Extended Unit Manpower Document (EUMD) maintained by ANGRC/XPMRF.

5. Application Instructions:

a. Manual Application:

- (1) Determine the correct value for the WLF identified in paragraph 4e above. Substitute this value for the value of X in each of the man-hour equations identified in paragraph 4d(1) and (2).
- (2) The resulting man-hours, plus the man-hours for Power Production (4d(3)), should be added to the total man-hours derived from application/reapplication of each affected Combat Communications Squadron ANGMS prior to dividing by the MAF.

b. Automated Application:

- (1) Hardware/Software Requirements:
 - (a) IBM compatible computer with 80386 microprocessor.
 - (b) Lotus 123 Release 3.
 - (c) Lotus 123 File, COMBAT.WK3.

(2) First load the Lotus 123R3 file, "COMBAT.WK3." From the menu, select "Enter Workload Data." Next enter the total number of traditional guardsmen authorized for each unit. The program will calculate the total additive man-hours. The additive man-hours will be automatically allocated to the appropriate unit by work center. On-screen instructions are provided to assist with saving and printing data.

6. **Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

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OFFICIAL

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- 2 Attachments**
- 1. Work Center Description**
 - 2. Geographically Separated Unit Listing**

WORK CENTER DESCRIPTION
Geographically Separated Unit (GSU) Additive

DIRECT:

1. CONTRACT MANAGER:

1.1. DEVELOPS AND MAINTAINS STATEMENT OF WORK (SOW). Develops SOW for installation cleaning, grounds maintenance, extermination, and food services contract.

1.2. PERFORMS FOLLOW-UP INSPECTION. Ensures that contract is being adhered to by performing inspection of random areas.

1.3. ORDERS/STOCKS SUPPLY ITEM. Ensures supply item is available for contract cleaning, grounds maintenance, etc.

1.4. PREPARES BLANKET PURCHASE AGREEMENT FOR COMMERCIAL BILLETING. Updates as necessary.

1.5. MANAGES INSTALLATION COPIER CONTRACT. Develops and maintains SOW specifying copiers to be maintained and at what frequency.

2. CIVIL ENGINEERING (CE):

2.1. PREPARES AIR FORCE (AF) FORM 332, CE WORK ORDER REQUEST:

2.1.1. REVIEWS AF FORM 332 SUBMITTED BY OTHER WORK CENTER.

2.1.2. PREPARES AF FORM 332 FOR MAJOR CONSTRUCTION PROJECT.

2.1.3. FORWARDS COMPLETED AF FORM 332 TO HOST CE UNIT. Telephones host to discuss work order and mails AF Form 332.

2.1.4. PERFORMS FOLLOW-UP INSPECTION. Inspects completed project to ensure that work was performed satisfactorily.

2.2. OBTAINS REPAIRMAN FOR EMERGENCY REPAIR:

2.2.1. CONTACTS HOST CE OR LOCAL REPAIRMAN. Contacts host CE or local repairman to discuss problem and repair.

2.2.2. ESCORTS CE OR LOCAL REPAIRMAN TO JOB SITE.

2.2.3. PERFORMS FOLLOW-UP INSPECTION.

2.2.4. COMPLETES NECESSARY PAPERWORK AND SUBMITS BILL FOR PAYMENT.

2.3. MOWS AND TRIMS LAWN. Mows lawn for special occasions and any time unable to obtain contractor. In cases where there is no contract, schedules teams for grounds maintenance and performs inspection.

2.4. PERFORMS BUILDING AND EQUIPMENT MAINTENANCE. Performs building and equipment maintenance when unable to get timely response from host CE or local repairman. Examples of maintenance include welding, spray painting, lawn equipment repair, etc.

3. GROUND COMMUNICATIONS:**3.1. INSTALLS AND MAINTAINS INSTALLATION TELEPHONE SYSTEM.****3.2. INSTALLS AND MAINTAINS PERSONAL COMPUTER.**

3.3. PERFORMS INSIDE/OUTSIDE PLANT ELECTRICAL MAINTENANCE. Changes street light bulb, photo sensor, and corrects minor wiring problem.

3.4. MANAGES LOCAL AREA NETWORK (LAN):

3.4.1. PERFORMS DAILY SERVER BACKUP. Performs daily server backup by changing tape drive.

3.4.2. RESOLVES LAN USER PROBLEM. Troubleshoots LAN hardware and software to resolve user's problem.

3.5. FUNCTIONS AS INSTALLATION TELEPHONE CONTROL OFFICER. Reviews incoming statement, verifies charges/tariffs, and forwards to host Accounting and Finance Office (AFO).

3.6. FUNCTIONS AS INSTALLATION COMMUNICATION CENTER MANAGER. Routes all outgoing/incoming Automatic Digital Network traffic.

3.7. MAINTAINS INSTALLATION PUBLIC ADDRESS SYSTEM.**3.8. INSTALLS AND MAINTAINS INSTALLATION CLOSED CIRCUIT TELEVISION SYSTEM.****3.9. OPERATES MAIN TELEPHONE CONSOLE.****4. SECURITY:****4.1. MANAGES RESOURCE PROTECTION PROGRAM:**

4.1.1. DEVELOPS AND MAINTAINS INSTALLATION SECURITY REGULATION AND OPERATING INSTRUCTION.

4.1.2. MAINTAINS INSTALLATION RESOURCE PROTECTION PLAN. Prepares, coordinates, and publishes resource protection plan for the installation.

4.2. MANAGES SPECIAL ACCESS PROGRAM. Reviews and validates Automated Security Clearance Approval System roster; prepares nondisclosure agreement and North Atlantic Treaty Organization certification; and performs initial briefing.

4.3. MANAGES INFORMATION SECURITY PROGRAM. Prepares and maintains security incident report.

4.4. PERFORMS DAILY LOCKUP/SECURITY CHECK.**4.5. FINGERPRINTS INDIVIDUAL FOR SECURITY CLEARANCE REQUEST.****4.6. ISSUES BASE STICKER:**

4.6.1. MAINTAINS AF FORM 533, CERTIFICATE OF COMPLIANCE, PRIVATE MOTOR VEHICLE REGISTRATION. Determines eligibility. Briefs individual on completing form. Logs sticker number in base pass sticker log and files AF Form 533.

4.6.2. ISSUES DD FORM 2220, DOD REGISTERED VEHICLE (ACCOUNTABLE) AND AF FORM 2219, REGISTERED VEHICLE EXPIRATION.

5. SUPPLY:

5.1. MAINTAINS BENCH STOCK. Determines need, researches stock number, orders, and stocks shelf/bin.

5.2. TRAVELS TO HOST SUPPLY. Travels to and from host supply unit to pick-up and turn-in supply/equipment item.

5.3. OBTAINS RATION:

5.3.1. TRAVELS TO AND FROM SUPPORTING AIR FORCE BASE TO OBTAIN RATION PRIOR TO UNIT TRAINING ASSEMBLY (UTA).

5.3.2. COMPLETES FOOD SERVICES DOCUMENTATION FOR ORDERING, RECONCILING INVENTORY AND CASH COLLECTION, AND REPORTING TO HEADQUARTERS.

5.4. MANAGES LOCAL PURCHASE ACTION. Prepares Standard Form (SF) 44, Purchase Order - Invoice Voucher, and maintains folder.

6. ADMINISTRATION:

6.1. ISSUES IDENTIFICATION (ID) CARD. Issues ID card to active duty or retired military member and/or dependent.

6.1.1. REVIEWS ID CARD APPLICATION, VERIFIES ELIGIBILITY, AND SIGNS APPLICATION AS ISSUING OFFICIAL. Reviews for completeness and accuracy.

6.1.2. PHOTOGRAPHS APPLICANT.

6.1.3. LAMINATES AND ISSUES ID CARD.

6.2. ISSUES PASSPORT. Issues passport to active duty member.

6.2.1. PREPARES, ISSUES, AND SAFEGUARDS PASSPORT. Prepares application, photographs applicant, mails, suspenses response, checks passport for accuracy, stores and safeguards unit passport when not in use.

6.2.2. DESTROYS PASSPORT UPON EXPIRATION. Collects expired passport and mails to proper authority for destruction.

6.3. OBTAINS METERED MAIL POSTAGE. Takes meter machine to post office to reset postage.

6.4. MANAGES TIME AND ATTENDANCE CARD FOR STATE EMPLOYEE. Maintains file and time card on a biweekly basis.

6.5. MAKES DOG TAG.

6.6. PICKS-UP IMMEDIATE MESSAGE AT HOST COMMUNICATIONS CENTER AFTER DUTY HOURS.

6.7. INVENTORIES TEST MATERIAL. Inventories all test material on a quarterly basis and sends report to Major Command and AF Publications Center.

7. ACCOUNTING AND FINANCE:

7.1. REVIEWS TRAVEL VOUCHER. Reviews voucher for completeness and accuracy. Ensures that appropriate documentation is attached.

7.2. PREPARES GROUP TRAVEL VOUCHER:

7.2.1. TYPES GROUP TRAVEL VOUCHER.

7.2.2. ATTACHES APPROPRIATE DOCUMENTATION AND OBTAINS SIGNATURE.

7.3. FORWARDS TRAVEL VOUCHER TO HOST AIR FORCE ACCOUNTING AND FINANCE OFFICE (AFO).

7.4. CERTIFIES ORDER. Certifies duty performed for unit personnel, tenant and/or temporary duty civilian/military member.

7.5. VERIFIES EXPENDITURE OF FUNDS. Verifies bill, logs invoice, and forwards to host AFO.

7.6. ASSISTS WITH MILITARY/CIVILIAN PAY PROBLEM. Assists employee with military/civilian pay problem, changes to withholdings and direct deposit.

7.7. ISSUES MEAL CHIT:

7.7.1. VERIFIES ELIGIBILITY, COMPLETES AUTHORIZATION, AND OBTAINS SIGNATURE.

7.7.2. TRAVELS TO LOCAL RESTAURANT TO RETRIEVE MEAL CHIT AND BILLING.

7.7.3. REVIEWS/VERIFIES BILLING AND FORWARDS TO AFO.

7.8. CONTROLS DINING HALL CHANGE FUND. Completes cash collection voucher and takes cash collected from UTA meal to AFO. Purchases money order if collection is mailed to AFO. Prepares paperwork for audit and forwards to host AFO.

8. PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL). Travels to and from host PMEL (or host supply) for calibration of Test Measurement and Diagnostic Equipment.

9. BILLETING:

9.1. OBTAINS CONTRACT QUARTERS:

9.1.1. COORDINATES MOTEL RATE. Coordinates rate annually or upon rate change.

9.1.2. DETERMINES ELIGIBILITY.

9.1.3. PREPARES AF FORM 616, FUND CITE AUTHORIZATION.

9.1.4. PREPARES BILLETING AUTHORIZATION FORM.

9.1.5. RESERVES MOTEL ROOM:

9.1.5.1. COMPILES LIST OF REQUIRED ROOMS FOR UTA.

9.1.5.2. TELEPHONES MOTEL FOR NON-UTA RESERVATION AND LOGS CALL.

9.2. VALIDATES INVOICE FROM MOTEL FOR UTA QUARTERS AND FORWARDS TO HOST AFO.

10. INSTALLATION (GSU) REGULATION/OPERATING INSTRUCTION (OI):

10.1. PUBLISHES REGULATION/OI:

10.1.1. TYPES REGULATION/OI.

10.1.2. MAKES AND ASSEMBLES COPIES.

10.1.3. DISTRIBUTES TO APPROPRIATE WORK CENTER.

10.2. MAINTAINS REGULATION/OI:

10.2.1. PERFORMS ANNUAL REVIEW.

10.2.2. MAINTAINS INDEX.

10.2.3. INITIATES CHANGE AS REQUIRED. Prepares AF Form 1382, Request for Review of Publication and/or Form(s).

10.2.4. COORDINATES REGULATION/OI WITH WORK CENTER/TENANT UNIT.

11. EDUCATION AND TRAINING:

11.1. ASSISTS MEMBER AND ADMINISTERS TEST. Assists with various education, Community College of the Air Force, and scholarship forms. Processes form as appropriate. Administers Defense Activity for Nontraditional Education Support and College Level Examination Program test.

11.2. MAINTAINS AUDIO/VISUAL LIBRARY.

11.3. FUNCTIONS AS INSTALLATION EDUCATION, TRAINING, AND AWARENESS PROGRAM MANAGER.

11.4. ADMINISTERS READING TEST.

12. SAFETY. Manages installation safety program.

12.1. FOLLOWS-UP ON PERIODIC SAFETY INSPECTION.

12.2. COORDINATES WITH HOST BASE SAFETY AND CIVIL ENGINEERING OFFICES FOR CORRECTION OF DEFICIENT ITEM.

12.3. PREPARES REPLY TO SAFETY REPORT.

12.4. COORDINATES ACTION ITEM FOR SAFETY NONCOMMISSIONED OFFICER.

13. BIOENVIRONMENTAL AND ENVIRONMENTAL HEALTH PROGRAM. Performs as liaison to host base programs office on Bioenvironmental and Environmental Health programs. Submits required license and emissions inventory information. Conducts water source and well testing for fuel contamination.

14. MEMORANDUM OF UNDERSTANDING (MOU). Performs annual review and coordination; changes MOU as necessary; prepares agenda and attends meeting, if required; types, reproduces, distributes, and performs any travel required to complete MOU.

15. PERSONNEL:**15.1. PROCESSES VOLUNTARY DISCHARGE.****15.2. PROCESSES INVOLUNTARY DISCHARGE.**

15.3. PROCESSES ENLISTMENT AND APPOINTMENT. Reviews for missing document/information, prepares document for enlistment, conducts enlistment, copies and distributes document, posts local roster and record.

15.4. PROCESSES OUTGOING CONDITIONAL RELEASE.**15.5. OUTPROCESSES PERSONNEL FOR 30 OR MORE DAYS ACTIVE DUTY.****15.6. INPROCESSES PERSONNEL FROM ACTIVE DUTY.****15.7. ORIENTS INDIVIDUAL ABOUT INCENTIVE PROGRAM AND PROCESSES DOCUMENT.****16. FIRE PREVENTION AND PROTECTION PROGRAM:****16.1. FOLLOWS-UP ON ANNUAL FACILITY FIRE INSPECTION.****16.2. PERFORMS FIRE EXTINGUISHER CHECK AND MAINTENANCE.****16.3. POSTS AND MAINTAINS BUILDING EVACUATION PLAN.****16.4. MONITORS AND CORRECTS FIRE HAZARD.**

INDIRECT: Not applicable.

**COMBAT COMMUNICATIONS SQUADRON
GEOGRAPHICALLY SEPARATED UNITS (GSU)**

143 CCSQ SEATTLE WA
147 CCSQ SAN DIEGO CA
148 CCSQ SAN DIEGO CA
149 CCSQ NO HIGHLANDS CA
221 CCSQ GARLAND TX
222 CCSQ COSTA MESA CA
223 CCSQ HOT SPRINGS AR
225 CCSQ GADSDEN AL
232 CCSQ MONTGOMERY AL
234 CCSQ HAYWARD CA
236 CCSQ HAMMOND LA
242 CCSQ SPOKANE WA
261 CCSQ VAN NUEYS CA
262 CCSQ BELLINGHAM WA
263 CCSQ BADIN NC
265 CCSQ PORTLAND ME
267 CCSQ WELLESLEY MA
271 CCSQ ANNEVILLE PA
274 CCSQ ROSLYN NY
280 CCSQ MONTGOMERY AL
282 CCSQ COVENTRY RI
283 CCSQ SAVANNAH GA
291 CCSQ HICKAM AFB HI
292 CCSQ HICKAM AFB HI